

The Business Careers program offers various levels of educational opportunity.

- Certificates of Competence designed for students and the community who wish to acquire or upgrade their skills and knowledge.
- One-year Certificate of Achievement in Business Careers that provides essential skills and knowledge in business, communication, writing, and mathematics.
- Two-year Associate in Applied Science in Business Careers with three options: Option I is general; Option II is articulated with the UH West Oahu Bachelor of Arts in Business Administration available in Maui County; and Option III provides the first two years for the Bachelor of Applied Science in Applied Business and Information Technology at UH Maui College.
- Transferable courses for four-year business programs at UH Mānoa, UH Hilo, and other institutions available in conjunction with the Associate in Arts degree program.

Students entering Business Careers need to complete the College admission requirements and take the placement tests for English and mathematics. Many courses require a specific placement score. For students who do not meet the prerequisites, the following courses are suggested as preparation: ENG 19 or other appropriate English course(s), appropriate mathematics course(s); IS 105, LSK 30 or 110; and/or computer preparation course(s). Students interested in a baccalaureate program should take the appropriate mathematics sequence early in order to complete required course(s).

Students planning to transfer should see a counselor or the program coordinator about specific requirements for entrance to baccalaureate programs. *Not all Business Careers courses will transfer and fill baccalaureate requirements.* Baccalaureate programs additionally have specific GPA entrance requirements that may be higher than 2.0. Students should elect letter grades (A, B, C, etc.) for UH Maui College courses.

Certificate of Achievement requirements are 32 or more credits with a 2.0 or higher and no more than 15 credits taken for CR/NC grades. Grade C or better is required in the following: ENG 55 or higher, COM 145 or BUS/COM 130, and 3 credits of Accounting. Associate in Applied Science requirements are 62-66 credits with a 2.0 or higher with no more than 30 credits taken for CR/NC grades including the CA requirements above and 3 additional credits of English with grade C or better.

☞ Contact the program coordinator, Rick Miller, at 984-3211 or by email at rickm@hawaii.edu for more information.

Requirements for Certificates of Competence (CO):

- Entrepreneurship I (3 credits):** BUS 125(3)
- Entrepreneurship II (9 credits):** MGT 124(3), ACC 124 or 201(3), BLAW 200(3) (*Prereq: CO Entrepreneurship I*)
- Marketing (3 credits):** MKT 120(3)
- e-Marketing (9 credits):** BUSN 150(3), 261(3), 262(3) (*Prereq: CO Marketing*)
- Supervision I (3 credits):** MGT 118(3)
- Supervision II (9 credits):** MGT 118(3), 122(3); BUS/COM 130 (3)
- Leadership Training (9 credits):** IS 101(3), 105C(1), 105D(1); BUS/COM 130 or COM 145(3); CASE 193v or HSER 193v or ED 191v(1)

Requirements for Certificate of Achievement (CA): 32 credits

- Business 120(3)
- Accounting 124(3) and 125(3), or Accounting 201(3) and Business elective(3)
- Marketing 120 or approved alternative(3)*
- Business elective(3)*
- Business Technology 189(3)* - *or other appropriate mathematics course*
- Business Technology 150 or Information & Computing Science 101(3)
- Management 122 or Psychology 100 or Sociology 100(3)*
- Interdisciplinary Studies 106(2)
- Business/Communication 130(3)
- English 55 or 100(3)**

Requirements for Associate in Applied Science (AAS) Degree : 62-66 credits

- All CA courses(32) plus:*
- Business Law 200 or approved alternative(3)*
 - English 100 or 209(3)**
 - Humanities elective(3)
 - Natural Science elective(3) or (7) - *depending on option selected**
 - Social Science elective(3)*
 - Program electives(15)*

* Note: Consult a counselor, the program coordinator, or appropriate faculty member. Also, see list on next page.

** Note: Preferred combinations are: 1) ENG 55 & 100 or 2) ENG 100 & 209. Students planning to transfer must complete ENG 100 & 209.

The AAS Business Careers program offers three options based on educational goals:

- Option I:** For students seeking a general two-year business program (AAS). See page 40.
- Option II:** For students planning to transfer to the BA in Business Administration at UH West Oahu (AAS > BABA). See page 41.
- Option III:** For students planning to enter the BAS in Applied Business and Information Technology at UH Maui College (AAS > BAS ABIT). See page 41.

(continued on the next page)

Option I - AAS: 62-63 credits

Full-time students planning a two-year general business AAS in Business Careers would take courses in this sequence.

(This course sequence map for Option I can be used as a guideline for Option II).

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
ACC 124 Principles of Accounting I***	3	and ACC 125 Principles of Accounting II***	3
OR			
ACC 201 Financial Accounting	3	and Business elective - <i>See list below.</i>	3
BUSN 150 Introduction to Business Computing, or ICS 101 Computing Literacy & Applications	3	BUSN 189 Business Mathematics - <i>or approved alternative*</i>	3
BUS 120 Introduction to Business	3	MGT 122 Organizational Behavior, or PSY 100 Survey of Psychology, or	
IS 106 College Orientation I	2	SOC 100 Survey of General Sociology*	3
ENG 55 or ENG 100**	3	MKT 120 Introduction to Marketing - <i>or approved alternative*</i>	3
BUS/COM 130 Business Communication-Oral	<u>3</u>	Business elective* - <i>See list below.</i>	<u>3</u>
	17		15
Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
BLAW 200 Legal Environment of Business, or approved alternative*	3	Humanities elective*	3
ENG 100 Composition I, or ENG 209 Managerial Writing**	3	Social Science elective*	3
Natural Science elective*	3-4	Program electives* - <i>See list below.</i>	<u>9</u>
Program electives* - <i>See list below.</i>	<u>6</u>		15
	15-16		

* *Note: Consult a counselor, the program coordinator, or appropriate faculty member.*

** *Note: Preferred combinations are: 1) ENG 55 & 100 or 2) ENG 100 & 209. Students planning to transfer must complete ENG 100 & 209.*

*** *Note: Students who take ACC 124 and 125 and transfer to UH West Oahu or enter the ABIT program will need to take ACC 202; however, only 6 credits of Accounting will be accepted for transfer.*

Option I - Business Elective

Choose one 3-credit course from the following list*:

- ACC 202 Managerial Accounting(3)*
- BUS 125 Starting a Small Business(3)
- BUSN 261 Web Construction Fund & Marketing(3)
- BUSN 262 e-Commerce Web Construction & Marketing(3)
- MGT 118 Introduction to Supervision(3)
- ECON 130 Principles of Economics: Microeconomics(3)
- ECON 131 Principles of Economics: Macroeconomics(3)
- Other course approved by program coordinator or appropriate faculty member(3)

**Note: If ACC 201 is taken, Business electives are 6 credits. Students planning to transfer to a baccalaureate program need ACC 202.*

Option I - Program Electives

Choose 5 courses totaling 15 credits from the Business Elective list above and/or from the following list:

- ACC 132 Payroll & Hawai'i General Excise Taxes(3)
- ACC 137 Business Income Taxation(3)
- ACC 150 Using Computers in Accounting(3)
- ACC 155 Using Spreadsheets in Accounting(3)
- ACC 190v Topic in Accounting(1-3)
- BUS 90v Specialized Topic in Business(1-6)
- BUS 193v Cooperative Education(1-6)
- BUS 290v Advanced Topic in Business(1-6)
- BUS 295 Case Studies in Business(3)
- BUSN 151 Intermediate Business Computing(3)
- BUSN 110 Office Computer Troubleshoot & Maint(3)
- COM 145 Interpersonal Communication I(3)
- COM 210 Intercultural Communication I(3)
- ECON 120 Introduction to Economics (3)
- ICS 102 Internet Resources(3)
- MGT 124 Human Resources Management(3)
- MKT 160 Advertising & Promotion(3)
- PSY 100 Survey of Psychology(3)
- PSY 170 Psychology of Adjustment(3)
- PSY 250 Social Psychology(3)
- SP 151 Personal & Public Speech(3)
- SP 251 Principles of Effective Public Speaking(3)
- Other course(s) approved by program coordinator or appropriate faculty member(3)

(continued on the next page)

Option II - AAS > BABA: 62-66 credits *(Use the sequence for Option I on preceding page as a guide).*

A maximum of 66 lower division credits numbered 100 or above may be transferred to the UH West Oahu BABA. Substitutions must have prior approval. To plan courses, see a counselor, the program coordinator, or the University of Hawai'i Center, Maui counselor.

Required Courses

- | | |
|--|--|
| ACC 201 Financial Accounting(3)* | MATH 115 Statistics(3) |
| ACC 202 Managerial Accounting(3) | MGT 122 Organizational Behavior(3) |
| BUSN 150 Introduction to Business Computing, or | MKT 120 Principles of Marketing(3) |
| ICS 101 Computing Literacy and Applications(3) | PSY 100 Survey of Psychology, or |
| BLAW 200 Legal Environment of Business(3) | SOC 100 Survey of General Sociology, or |
| BUS 120 Principles of Business(3) | POLS 110 Introduction to Political Science, or |
| BUS/COM 130 Business Communication - Oral(3) | ANTH(3) - 100-level or above |
| COM 145 Interpersonal Communication I, or | Business elective: BUS 125 Small Business Management, or |
| COM 210 Intercultural Communication I, or | MGT 118 Introduction to Supervision, or |
| SP 151 Personal and Public Speech(3) | MKT 160 Advertising and Promotion, or |
| ECON 130 Principles of Economics: Microeconomics(3) - | BUSN 261 Web Construction Fund & Marketing, or |
| <i>Social Science elective</i> | BUSN 262 e-Commerce Web Construction & Marketing(3) |
| ECON 131 Principles of Economics: Macroeconomics(3) | Humanities elective: PHIL 100 Survey of Problems, or |
| ENG 100 Composition I(3) | PHIL 101 Morals and Society, or |
| ENG 209 Managerial Writing(3) | a History course(3) - <i>not a COM, ENG or SP course</i> |
| ENG 210 Research Writing(3) - <i>waives UH West Oahu</i> | Natural Science elective(3-4) - 100-level or above |
| <i>course HUM 310 with grade C or better</i> | Mathematics/Natural Science elective: |
| IS 106 College Orientation I(2) | Math or Natural Science (3-4) - 100-level or above |

Option III - AAS > BAS ABIT: 66 credits

For efficient continuation into Applied Business and Information Technology (ABIT), Business Careers students should take the following courses. Students are required to earn letter grades (A,B,C, etc.) in all ABIT requirements. For information about ABIT, see a counselor, program coordinator, or faculty member.

Full-time students would take courses in this sequence:

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
BUS 120 Introduction to Business	3	BUSN 151 Intermediate Business Computing, or	
BUSN 150 Introduction to Business Computing, or		ICS 115 Microcomputer Applications	3
ICS 101 Digital Tools for the Information Age	3	ECON 131 Principles of Economics: Macroeconomics	3
IS 106 College Orientation I	2	PSY 100 Survey of Psychology, or	
BUS/COM 130 Business Communication-Oral, or		SOC 100 Survey of General Sociology	3
COM 145 Interpersonal Communication I, or		HWST 107 Hawai'i: Center of the Pacific, or	
COM 210 Intercultural Communication I	3	HWST 231 Hawaiian Culture, or	
ENG 100 Composition I	3	HIST 284 History of Hawai'i	3
Elective	3	MATH 135 Pre-Calculus: Elementary Functions	3
	17	Natural Science elective	3
			18
Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
ACC 201 Financial Accounting	3	ACC 202 Managerial Accounting	3
ECON 130 Principles of Economics: Microeconomics	3	BUSN 110 Office Computer Troubleshooting	3
SP 251 Principles of Effective Public Speaking	3	ICS 214 Fundamentals of Design for Print & Web	3
ENG 209 Business and Managerial Writing	3	MATH 115 Statistics	3
Natural Science elective with lab	4	Elective - <i>BLAW 200 recommended</i>	3
	16		15

1. Students who complete at least 60 credits and all the courses listed in this option can apply at any time for an AAS in Business Careers whether or not they plan to enter the ABIT program.
2. Students who have at least 60 credits and are not planning on completing the BAS in ABIT may apply for an AAS in Business Careers (See Option I). The following substitutions are allowed: BUSN 189 or any approved math course may replace MATH 135; MATH 115 may be replaced with an approved elective; and the 4 credit Natural Science elective is not required.
3. Students continuing with ABIT need 54 allowable credits and a 2.5 GPA to advance to this program.